



**10 MARCH 2004**

**Personnel**

**WEEKLY AND DAILY SCHEDULING OF  
WORK AND HOLIDAY OBSERVANCES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 36-807, 21 June 1999, is supplemented as follows.** This supplement provides additional guidance and procedures that supervisors need to schedule civilian employees for work and holiday observances.

**SUMMARY OF REVISIONS**

This supplement incorporates the requirements, information, and procedures formerly in MACD Instruction 36-102. It delegates to Mission Partners commanders the authority to use or develop an organizational flextime and compressed work schedule program for non bargaining unit employees. It prescribes MacDill IMT 40, **Request for Flextime Work Schedule**; MacDill IMT 41, **Compressed Work Schedule Request**; and MacDill IMT 42, **Sign In/Sign Out Log – Flextime Record**. A bar ( | ) indicates new or revised material since last edition.

2.15. (Added) Irregular Tour of Duty. Any tour that deviates for the Commander's normal tour of duty and which does not include Saturday and/or Sunday.

3.1.1. (Added) The Regular Tour of Duty will consist of five 8-hour days, Monday through Friday. The hours of operation for elements of this command are 0730 to 1630, with one hour for lunch.

3.2. Authority for approval of changes to the regular tour of duty is delegated to organization and tenant commanders to establish uncommon tours, irregular tours, and lunch periods.

3.2.2. (Added) Union notification for tours of duty deviating from the regular tour of duty for employees covered by a memorandum of agreement must be coordinated with the Civilian Personnel Flight prior to implementation in accordance with the provisions contained in the applicable memorandum of agreement.

4.6. (Added) Flextime.

4.6.1. (Added) 6th Air Mobility Wing organization commanders have the authority to approve/disapprove the use of flextime by non bargaining unit employees in their organization. Bargaining unit employ-

ees are covered by the applicable memorandum of agreement. Use of flextime is encouraged since it is known to increase job productivity, service to the public, and increase job satisfaction among employees. If flextime is disapproved, the employee/union will be forwarded a written copy of the supervisor's objective determination and the criteria used to arrive at his/her decision. Flextime will not be approved/disapproved indiscriminately or be used to reward or punish an employee. Mission Partners may choose to use/develop a flextime program, as deemed appropriate by the commander for non bargaining unit employees.

**Table 1. (Added) Flextime Schedule.**

WORK DAY					
0600	0900	1130	1300	1500	1800
Morning Flex	Core Time	**Midday Flex	Core Time	Afternoon Flex	
3 Hours	2 ½ Hours	1 ½ Hours	2 Hours	3 Hours	
NORMAL DUTY HOURS					
0730 – 1630					

\*\*Lunch will be taken between 1130 and 1300. Employees must take a minimum of 30 minutes, and may take a maximum of 90 minutes.

#### 4.6.2. (Added) Definitions.

4.6.2.1. (Added) Morning Flex. An employee may begin work at 15 minute intervals (on the ¼, ½, or ¾ past the hour) from 0600 to 0900. Arrival times must be approved by the supervisor.

4.6.2.2. (Added) Core Time. Common working hours are from 0900 to 1130 and 1300 to 1500. During these period, all employees in duty status must be present for duty or on leave. Normally, meetings will be held during these hours; however, supervisors will be expected to arrange the employee's workday to attend meetings, training, conference, etc., scheduled outside these hours.

4.6.2.3. (Added) Midday Flex. Lunch will be taken between 1130 and 1300. Employees may take 30 to 90 minutes for lunch.

4.6.2.4. (Added) Afternoon Flex. Departure time from 1500 to 1800 are determined by adding 8 hours plus the amount of time taken for lunch to arrival time.

4.6.2.5. (Added) Work Day. The total hours available during the day (0600-1800) in which the individual may complete eight working hours plus lunch period.

4.6.2.6. (Added) Normal Duty Hours. Normal work hours as established are 0730 to 1630. Employees not on flextime will observe these hours with a lunch period of 60 minutes unless an irregular tour, uncommon tour, or compressed work schedule has been approved.

#### 4.6.3. (Added) Procedures.

4.6.3.1. (Added) Flextime Requests. Employees provide a written request on MacDill IMT 40, **Request for Flextime Work Schedule**, of preferred arrival times to their immediate supervisor for approval. The request should cover a minimum period of two weeks unless the supervisor, based upon upcoming work

load requirements, determines another period to be more appropriate. The request must be submitted at least one full week prior to the start of the next pay period. Supervisors may adjust schedules to accommodate management or employee requirements not known in advance of the pay period.

4.6.3.2. (Added) Timekeeping. Supervisors will be responsible for certification of timecards. Time and Attendance sheets will be completed as instructed in the applicable timekeeping manual. The word “Flex-time” is written in red across the “Normal Duty Hours” space of the time sheet. The employee will record daily the appropriate information on MacDill IMT 42, **Sign in/Sign out Log – Flextime Record**. The timekeeper will transfer this information to the Time and Attendance sheet. The location of MacDill IMT 42 will be at the discretion of the supervisor.

4.6.3.3. (Added) Absences, Tardiness, or Early Departures. For tardiness and leave purposes, the first hour of the workday commences at the individual’s scheduled arrival time for that day. Supervisors have authority in case of tardiness, short term absences, and early departure to (1) charge period of time to an approved leave category; (2) charge absent without leave; or (3) extend the individual’s scheduled workday (not beyond 1800 hours) to compensate for tardiness. Flextime will be terminated for the involved pay periods if an employee is away on temporary duty for training and other purposes.

4.6.3.4. (Added) Employees must be productively engaged in work assignments even though a supervisor may not be present.

4.6.4. (Added) Supervisors will approve or disapprove individual requests for flextime within the guidelines established herein or in the appropriate memorandum of agreement, and will ensure that employees on flextime work or otherwise account for an eight hour day plus lunch break.

4.6.5. (Added) Schedules, in approved flextime request, will be adhered to by supervisors and employees subject to supervening unit mission exigencies and such leave as may be approved in accordance with existing directives.

4.6.6. (Added) Supervisors are responsible for certifying the correctness of the Time and Attendance sheet.

4.6.7. (Added) Supervisors may deny an employee request for continuation on flextime if documented substantiation of the employee having abused the flextime privilege exists in the supervisor’s work folder. The employee may also be subject to disciplinary action.

4.6.8. (Added) Security measures as prescribed by existing regulations will be maintained.

4.6.9. (Added) New employees may not be permitted to work flextime for the first 90 days. Employees who are rated less than fully successful will not be permitted to work flextime. Also, employees whose performance begins to fall below fully successful during the rating period may also be subject to the above provisions.

4.6.10. (Added) Schedules will be discontinued if flextime has resulted or is likely to result in adverse impact. Adverse impact is defined as a reduction of the productivity, a diminished level of services provided to the public, or an increase in the cost of operations other than a reasonable administrative cost relating to the process of establishing flextime or compressed schedules.

4.7. (Added) Compressed Work Schedules (CWS). CSW may be used by personnel in lieu of flextime.

4.7.1. (Added) Basic Work Requirements.

4.7.1.1. (Added) 5/4/9 Work Plan

4.7.1.1.1. (Added) A full-time employee has an approximate 9-hour daily basic work requirement and an 80-hour biweekly basic work requirement.

4.7.1.1.2. (Added) For a part-time employee, the basic work requirement is the number of hours the employee must work each day and the number of hours the employee must work during 9 days in a biweekly pay period.

4.7.1.2. (Added) 4/10 Work Plan

4.7.1.2.1. (Added) A full-time employee must work 10 hours a day, 40 hours a week, and 80 hours in a biweekly pay period.

4.7.1.2.2. (Added) For a part-time employee, the basic work requirement is the number of hours the employee must work in a 4-day workweek and an 8-day biweekly pay period.

4.7.1.3. (Added) Non-overtime work is work performed during an employee's compressed work schedule and not in excess of daily work requirement or 80 hours in a biweekly pay period.

4.7.1.4. (Added) 6th Air Mobility Wing organization commanders have authority to approve/disapprove the use of CWS by non bargaining unit employees in their organization. Bargaining unit employees are covered by the applicable memorandum of agreement. If CWS is disapproved, the employee/union will be forwarded a written copy of the supervisor's objective determination and the criteria used to arrive at the decision. Mission Partners may choose to use/develop a CWS program, as deemed appropriate by the commander for non bargaining unit employees.

4.7.1.5. (Added) If an employee participates in the CWS program and is involuntarily detailed, upon termination of the detail and return to his/her position, the employee will resume the same CWS as before the detail.

4.7.2. (Added) Model of 5 4/9 Plan:

WEEK 1	HOURS	WEEK 2	HOURS
Mon Work	8 or Off	Mon Work	9 or Off
Tue Work	9	Tue Work	9
Wed Work	9	Wed Work	9
Thu Work	9	Thu Work	9
Fri Work	9 or Off	Fri Work	9 or Off

4.7.3. (Added) Model of 4/10 Plan:

WEEKS 1 & 2	HOURS
Mon Work or Off	10 Hours a Day
Tue Work	
Wed Work	
Thu Work	
Fri Work or Off	

4.7.4. (Added) Morning Arrival Time. An employee may choose to begin work between 0600 and 0730 and may depart between 1530 and 1830. For those employees whose duty day begins prior to 0600, the arrival and departure time will be adjusted accordingly to fulfill the 9/10 hours per day requirement. A non-compensable lunch break of at least 30 minutes and not to exceed 1 hour is required. This time will be added to the workday not to exceed 11 hours.

4.7.5. (Added) Off Day. An employee may choose to take either Monday or Friday of either week as the off day, subject to approval of the supervisor. In case of conflict between two or more employees choosing the same day off, the employee with the earlier date of participation in the program will have preference. Where two or more employees have chosen to participate in the program on the same date and there is a conflict concerning the desired off day, service computation date, i.e., seniority will resolve the conflict.

4.7.6. (Added) Work Schedule. An employee participating in the CWS will submit the desired schedule not later than Thursday of the week before the start of a pay period. This schedule will be submitted on MacDill IMT 41, **Compressed Work Schedule Request**. An indefinite request may be submitted to the supervisor. The location of MacDill IMT 41 will be made available to the employees.

4.7.7. (Added) Termination. Schedules will be discontinued if CWS has resulted or is likely to result in adverse impact. Adverse impact is defined as a reduction of productivity, a diminished level of services provided to the public, or an increase in the cost of operations other than a reasonable administrative cost relating to the process establishing CWS.

6. (Added) **MacDill IMTs Prescribed:** MacDill IMT 40 **Request for Flextime Work Schedule**; MacDill IMT 41 **Compressed Work Schedule Request**; MacDill IMT 42 **Sign In/Sign Out Log – Flextime Record**.

**Attachment 4 (Added)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observances*

## Attachment 5 (Added)

## MACDILL IMT 40

REQUEST FOR FLEXTIME WORK SCHEDULE						
<b>SECTION I</b>						
TO:				FROM:		
1. I HEREBY REQUEST PERMISSION TO BE PLACED ON A FLEXTIME WORK SCHEDULE EFFECTIVE _____ (Beginning of Pay Period)						
2. MY PROPOSED WORK STARTING TIMES ARE AS FOLLOWS						
<b>WEEK ONE</b>						
SUN	MON	TUE	WED	THU	FRI	SAT
<b>WEEK TWO</b>						
SUN	MON	TUE	WED	THU	FRI	SAT
EMPLOYEE'S SIGNATURE					DATE _____	
<b>SECTION II</b>						
TO:				FROM:		
1. APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> (IF DISAPPROVING, GIVE REASONS.)						
2. REMARKS:						
SUPERVISOR'S SIGNATURE					DATE _____	

**Attachment 6 (Added)****MACDILL IMT 41**

<b>COMPRESSED WORK SCHEDULE REQUEST</b>									
I REQUEST APPROVAL FOR THE BIWEEKLY WORK SCHEDULE SHOWN BELOW									
FIRST WEEK					SECOND WEEK				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
REMARKS:									
EMPLOYEE'S SIGNATURE					DATE OF SIGNATURE				
					_____				
SUPERVISOR'S SIGNATURE					DATE OF APPROVAL				
					_____				

**MACDILL IMT 41, 20040310 (IMT-V1)****INSTRUCTIONS:**

1. Designate each workday by entering the desired arrival and departure on the day to be worked. For the 5-4-9 work schedule, there must be eight 9-hour workdays and one 8-hour workday. For the 4/10 work schedule, there must be eight 10-hour workdays.
2. Designate the non-workdays by entering an "N" in the block for that day. There is only one non-workday for the 5-4-9 work schedule and two non-workdays for the 4/10 work schedule.
3. Submit the form to your supervisor for approval of the schedule.



## Attachment 7 (Added)

## MACDILL IMT 42

SIGN IN/SIGN OUT LOG - FLEXTIME RECORD								ORGANIZATION: OFFICE SYMBOL:		PAY PERIOD: TO	
EMPLOYEE'S NAME:											
WORK START TIME *	LUNCH BREAK		ELAPSED TIME (HOURS)	LEAVE				PROPOSED DEPART TIME*	ACTUAL DEPART TIME	HOURS WORKED	REMARKS
	DEPART TIME *	RETURN TIME *		FROM	TO	HOURS	TYPE				
<b>FIRST WEEK</b>											
SUN											
MON											
TUE											
WED											
THU											
FRI											
SAT											
<b>SECOND WEEK</b>											
SUN											
MON											
TUE											
WED											
THU											
FRI											
SAT											
* TO BE COMPLETED BY EMPLOYEE PRIOR TO SUBMISSION TO SUPERVISOR FOR APPROVAL.											
EMPLOYEE'S SIGNATURE								DATE _____			
SUPERVISOR'S SIGNATURE								DATE _____			
SUPERVISOR'S REASON FOR DISAPPROVAL, IF APPLICABLE:											

MACDILL IMT 42, 20040310 (IMT-V1)

DAVID M. SNYDER, Brig Gen (Sel), USAF  
Commander